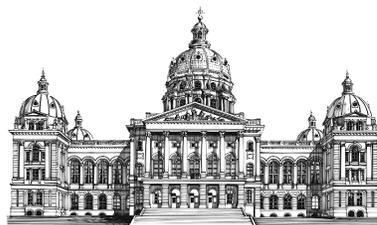

Iowa Legislative Fiscal Bureau

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State Capitol
Des Moines, IA 50319
March 7, 2001

Iowa's System of Libraries

ISSUE

An overview of the State's system of libraries, including the State Library, regional libraries, and local public libraries.

CODE AUTHORITY

Sections 256.50 through 256.56 – State Library (Library Services Division of the Department of Education)

Sections 256.60 through 256.68 – Regional Library System

Section 256.69 – Local Library Support

Sections 256.70 through 256.73 – Library Compact

Chapter 1223, Section 3.5, 2000 Iowa Acts – Enrich Iowa

BACKGROUND

Iowa's library system is summarized and reviewed in the following categories:

- State Library
- Regional Library System
- Local Public Libraries
- Other Types of Libraries
- Library Reports and Studies

THE STATE LIBRARY

The State Library is created by statute as the Division of Libraries and Information Services of the Department of Education.

Organization

The State Library includes a medical library, a law library, and the State data center.

The State Librarian is appointed by the State Commission of Libraries to administer the State Library and serves at the pleasure of the Commission. The current State Librarian is Sharman Smith.

The State Commission of Libraries consists of eight members as follows:

- One member appointed by the Supreme Court.
- One member appointed by the Director of the Department of Education, or the Director's designee.
- Six members appointed by the Governor. One member must be from the medical profession and five members are selected at large. The members appointed by the Governor must be gender-balanced.

Each of the Commission members serves a four-year term. A list of the current Commission members is included in **Attachment A**.

Materials Available

The following table describes the materials maintained by the State Library:

Table 1
State Library Materials Maintained

Location: Collection	Volumes	Journal Subscriptions	Videos*	Government Publications**
Capitol: Law Library	206,000	500		
Ola Babcock Miller Bldg.:				
Medical Library	35,000	600		
Other	27,000	150	5,400	310,000
Totals	268,000	1,250	5,400	310,000

* Federally funded

** Includes census materials

Usage Statistics

The following table presents usage statistics by location:

Table 2
State Library Usage Statistics 1998-99

Location	Requests	Check Outs	Documents Photocopied
Capitol – State Law Library	14,605	1,203	4,163
Ola Babcock Miller Bldg.	30,504	20,404	11,482

Services

A complete list of the statutory duties and responsibilities of the State Library is defined in Chapter 256.51, Code of Iowa.

Examples of the services provided by the State Library include:

- General and specialized research services in the areas of law, medicine, census, library science, patents and trademarks, and public policy and management.
- Collection development, management, and circulation in the areas of law, medicine, census, library science, patents and trademarks, and public policy and management. The collections are funded with State dollars.
- Lending and photocopying materials for customers and other libraries.
- State Data Center – A cooperative program with the U. S. Census Bureau that offers technical assistance to data users in the use of census statistics. The State Library is the State's official source for census statistics.
- Depository for State and federal publications, including patents and trademarks. Materials are collected, catalogued and used for research purposes.
- Support services to local libraries, funded with federal dollars:
 - Accreditation to encourage development of quality library service.
 - Data gathering, analysis, and publication of annual library statistics.
 - Administration of State funding programs for local libraries; administrative costs are paid by federal library funds.
 - Public librarian certification.
 - Continuing education for public library staff and trustees.
 - State of Iowa Libraries Online (SILO), the State's electronic library network that facilitates the sharing of materials and provides access to electronic databases.
 - Coordination of statewide summer library program for children and other statewide initiatives.
 - Administrative and regional ICN scheduler for libraries.
- Administration of federal funding for libraries under the Library Services and Technology Act (LSTA).

Funding

The General Fund appropriations for the State Library for the last five years are illustrated in **Table 3**.

Table 3
State Library General Fund Appropriations

FY 2001	\$3,172,038
FY 2000	3,179,476
FY 1999	3,093,168
FY 1998	2,765,682
FY 1997	2,811,896

The Governor has recommended a decrease of \$1.4 million in funding for the State Library for FY 2002. The decrease includes elimination of the Open Access and Access Plus Programs. These two Programs provide support for local libraries based on specific transactions, including visits by patrons from outside the local library district and inter-library loans. To offset the elimination of these Programs, the Governor recommended an increase of \$1.0 million for the Enrich Iowa Program that provides support to local libraries via a formula based on library service standards and population.

The State Library also receives approximately \$1.7 million of federal funds annually. In addition to the local library support services identified earlier, federal dollars support, in whole or in part, SILO, grants to local libraries, and the State Library's video collection.

Facilities and Staffing

The State Library, including the medical library and the State data center, is currently located in the Ola Babcock Miller Building (formerly known as the Old Historical Building). The law library is located in the State Capitol.

The State Library employs a total of 34 staff. Of these, 20.0 FTE positions are supported with State funds and 14.0 FTE positions are supported with federal funds. A complete staff listing for the State Library is included in **Attachment B**.

THE REGIONAL LIBRARY SYSTEM

Regional libraries are service centers for Iowa's 542 local public libraries, providing consultation and educational programs. None of Iowa's seven regional libraries houses collections or lends books. According to the Library Services Task Force Report dated December 2000, the regional libraries "have evolved into the primary support structure for small and medium public libraries. Large library systems find they have less need [for regional library services] because their human resource level allows them to independently meet their training and technical assistance needs."

Organization

The State of Iowa is divided along county lines into seven library regions. In turn, each region is divided along county lines into seven geographic districts. Each region is governed by a board of seven members representing each of the geographic districts. The board members, or trustees, are elected by their districts in general elections to four-year terms and may not be employees or trustees of a local library. They receive no compensation but are reimbursed for expenses related to their service.

In addition to the seven elected members, each regional board has an AEA representative and a community college board representative appointed as non-voting members by the Director of the Department of Education. Each board appoints a regional administrator to oversee the region's operations.

Services

Each of the regional libraries serves between 53 and 114 local public libraries, providing consultation and educational programs for library staff and trustees concerning all facets of library management and operation. A complete list of the statutory duties and responsibilities of the regional libraries is included in **Attachment C**.

Services provided include:

- Information, training, and assistance with State of Iowa Libraries Online (SILO), a statewide electronic library network.
- Facilitation of interlibrary loan services.
- Orientation for new library directors and trustees.
- Assistance in seeking State and federal grants and other support.
- Encouragement and assistance in the implementation of new technologies.
- Support for cooperative activities and sharing of expertise between libraries.
- Provision of continuing education opportunities for library staff.
- Assistance in developing and improving reference collections.
- Reference assistance for customer questions that cannot be answered at the local level.
- Consultation with libraries, municipal staff and officials, the Iowa League of Cities, and the State Library regarding local library governance and finance.

Funding

The annual State appropriation for regional libraries has remained at \$1,687,000 since FY 1999. The Governor has recommended that funding continue at that level for FY 2002.

State funding is allocated to the seven regional libraries based upon the following formula:

1. 60.0% in proportion to the population of each region.
2. 25.0% allocated equally between regions.
3. 15.0% in proportion to the geographic area of each region.

In addition, regional boards may apply to the Iowa Commission of Libraries for available grants.

Facilities and Staffing

Each of the regional libraries is housed in rented commercial office space or rented space in a local public library. Together, they employ a total of 25.0 FTE positions. Regional library employees are not considered employees of the State of Iowa. They are, however, eligible to participate in the State employee health and dental insurance program, the costs of which are paid from the State's annual appropriation to the regional libraries.

In 1999, the General Assembly directed the Division of Libraries and Information Services to submit a list of regional library employees and their salaries to the Department of Management (DOM) for purposes of calculating an annual salary increase and including it in the statewide salary appropriation for FY 2001. The list of salaries was submitted, but DOM overlooked the regional libraries in preparing the salary appropriations bill for consideration by the General Assembly. The oversight was noted during deliberations on the salary bill, but no action was taken to correct it, and FY 2001 salary increases for regional library employees were not funded by the State.

Attachment D provides detailed information on the locations, staffing, and services areas of the regional libraries.

LOCAL PUBLIC LIBRARIES

Iowa's 542 local public libraries provide free access to information and technology to all citizens of the State. They are governed by local boards appointed by municipal government. Three-fourths of the libraries serve communities of less than 2,500 residents.

Funding

According to the 2000 Library Services Task Force study, funding for Iowa's local public libraries comes from the following sources:

- 81.4% from local property tax
- 15.7% from gifts and grants
- 2.2% from State funding
- 0.1% from federal funding

Local Funding – Section 256.69, Code of Iowa, requires city and county support for local public libraries at least equivalent to a property tax levy of \$.0675 per \$1,000 of assessed valuation. According to the task force report, cities in Iowa currently support library service at an average of \$.96 per \$1,000 assessed value, while counties support it at an average of \$.17 per \$1,000 assessed value.

State Funding – Local public libraries currently receive State support via three programs.

Enrich Iowa – Provides direct state aid to local libraries. Libraries are evaluated based upon standards established by the Iowa Commission of Libraries and classified into one of three tiers. Funding is then allocated based upon a three-part formula:

1. Base funding:
 - Tier 1 = \$1,000
 - Tier 2 = \$2,000
 - Tier 3 = \$3,000
2. Per capita funding:
 - Tier 1 = \$.20 per capita
 - Tier 2 = \$.40 per capita
 - Tier 3 = \$.60 per capita
3. An amount equivalent to 3.0% of funding received for services to rural areas and contracting communities.

Actual allocations are prorated based upon the amount of the State appropriation. The Program began in FY 2000 with an appropriation of \$700,000. The FY 2001 appropriation was \$1.0 million. The Governor's recommendation for FY 2002 is \$2.0 million and includes the elimination of the Open Access and Access Plus programs described below. Libraries would be required to provide open access (lending to non-residents) in order to qualify for Enrich Iowa funding.

Open Access – Provides reimbursement to libraries, both public and private, that lend materials to non-residents. The current reimbursement is \$.50 per transaction. A single transaction is defined as all of the materials checked out to one individual on a given date. Libraries must file claims with the State Library to receive the reimbursement. In FY 2001,

local libraries will receive \$999,000 in Open Access reimbursements. Other libraries, such as AEA and school media centers, community college libraries, and academic libraries at independent colleges will receive \$11,200 under the Program.

Access Plus – Provides reimbursement to libraries, both public and private, for the cost of lending materials to other libraries. The current reimbursement is \$2.00 per transaction. Libraries must file claims with the State Library to receive the reimbursement. In FY 2001, local libraries will receive \$220,000 in Access Plus reimbursements. Independent colleges and Regents universities libraries will receive \$125,100 in FY 2001, with another \$7,600 going to AEAs, schools, and community colleges.

OTHER TYPES OF LIBRARIES

Other types of libraries within Iowa include:

- Academic libraries – These libraries are associated with higher education institutions, including community colleges, independent colleges and universities, and the Regent universities. The administration and budget of these libraries is provided for and controlled by the individual institution and its board of directors. There are approximately 79 academic libraries in Iowa.
- School libraries – School libraries serve the educational needs of students in K-12 school districts within Iowa. There is no statutory requirement that school libraries be staffed with trained library media specialists. Funding for school libraries is provided through local school district budgets that consist mainly of State aid and local property taxes. There are approximately 1,700 school library media centers in Iowa's 374 local school districts.
- Special Libraries – Examples of special libraries included libraries funded and maintained by private corporations, nonprofit organizations, State agencies, prisons, private school, hospitals, and health centers. These libraries typically provide information to meet the needs of specific clientele. For example, there is a library in the new State Historical Building that has a large collection of historical newspapers and periodicals that is used for genealogical research. There are approximately 113 special libraries in Iowa.

LIBRARY REPORTS AND STUDIES

Annual Reports

The State Library of Iowa issues an annual report for each fiscal year. The latest available report is for FY 1999-2000 (**Attachment E**).

Each year, the State Library of Iowa and the Iowa Regional Library System issue a plan for the development and growth of library services in Iowa. The latest available Joint Plan for Service is for FY 2000-2001 (**Attachment F**).

Copies of past annual reports and joint service plans may be obtained from the Legislative Fiscal Bureau or by calling the State Library at 281-4105.

Library System Priorities – January 2001

Based upon the recommendations of the Library Services Task Force established by Governor Vilsack, the Iowa Commission of Libraries submitted its Library System Priorities Report to the

General Assembly and the Governor on January 22, 2001. Many of the recommendations are directed to the Iowa library community for implementation, while others require legislative action.

The recommendations directed to the General Assembly are:

- **Replace the Iowa Regional Library System with Unified Library Service Districts.** Each district would be governed by a policy-making board of seven members appointed by the Commission. Each board would hire a District administrator. Representation on the boards would include AEA Media Divisions, public library trustees, librarians, and community colleges. Funding would be divided equally among the seven Districts. AEA boards would be required to include a Unified Library Service District representative. Employees of the Districts would be State employees for purposes of salary and insurance.
- **Provide support for school library programs.** The Commission recommends the General Assembly direct the State Board of Education to promulgate rules requiring AEA Media Divisions to provide support services such as consulting, continuing education, interlibrary loan, and reference services to school libraries. The Commission also recommends the General Assembly appropriate additional resources to the Department of Education to reinstate the position responsible for ensuring quality school library service. The position was eliminated in 1993.
- **Provide Iowans free access to more information.** The Commission recommends the General Assembly appropriate funding to license additional databases to meet the increasing information needs of Iowans.
- **Provide Iowans faster Internet access at their libraries.** The Commission recommends developing the means to provide affordable, direct high-speed Internet connections at libraries. Only 19.0% of Iowa public libraries currently have these connections.
- **Require joint planning and services between the State Library, the Unified Library Service Districts, and the AEA Media Divisions.** The Commission recommends the General Assembly adopt a statutory requirement for joint planning and service delivery to enhance the library service support network.
- **Initiate a study of municipal and county support of public library funding.** The study would:
 - Determine whether cities and counties are in compliance with Section 256.69, Code of Iowa, regarding support of public libraries.
 - Identify inequities between city and county funding.
 - Determine the adequacy of the current minimum levy of \$.0675 per \$1,000 dollars assessed value.
- **Change current law to provide options for different local library system structures.** Such legislation would allow multi-county and city/county library governance structures. Current law allows for only city or county libraries.

The full Library System Priorities Report and the recommendations of the Library Services Task Force are available on-line at <http://www.silo.lib.ia.us/LibraryServices/LStaskforce.htm>. The information may also be obtained by calling the State Library at 281-4105.

Iowa Regional Library System Final Report – November 1999

The report is identified as “a comprehensive assessment of Iowa Regional Library system’s consultative services and continuing education.” It was prepared and presented by The Metanoia Group of Saint Mary’s University of Minnesota, which conducted fourteen focus groups – two in each

of the seven regions – with library directors during September 1999. Focus group results were shared with regional library administrators and trustees and used to develop a quantitative survey that was mailed to all Iowa library directors. The survey had a 68.0% response rate. The report summarizes the results of the mail survey and offers general conclusions and recommendations for the Iowa Regional Library System and each of the regions. The survey reflects a high level of satisfaction among library directors with the services of the regional libraries. The resulting recommendations pertained primarily to improving communication between regional and local libraries.

The final report is available from the Legislative Fiscal Bureau and may also be obtained by calling the State Library at 281-4105.

Libraries Study Interim Committee Final Report – January 1999

The Libraries Study Committee was created by the Legislative Council and given the following charge: “Review issues concerning libraries. The review shall include the issues surrounding changing regional library staff from regional board employees to state employees. In addition, review the funding for the State Library and its programs and consider local library funding issues.” The Committee met once on November 9, 1998, at which time the Committee adopted a recommendation to include regional library employees as eligible for the State employee health insurance plan. The final report also lists 11 other recommendations proposed during the course of the meeting.

The final report is available from the Legislative Fiscal Bureau and may also be obtained by calling the State Library at 281-4105.

STAFF CONTACT: Robin Madison (Ext. 15270) Mary Shipman (Ext. 14617)

Iowa's System of Libraries

<http://staffweb.legis.state.ia.us/lfb/IRVIEW?irview.htm>

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Iowa Commission of Libraries Membership

Dale H. Ross

Ames

Chairperson

Term expires April 30, 2003

Nancy Ross

Harlan

Vice Chairperson

Term expires April 30, 2001

Pamela Bradley

Burlington

Term expires April 30, 2003

Dwight Carlson

Des Moines

Department of Education Appointee

Permanently on Commission

John Bennett

Iowa City

Term expires April 30, 2003

Eldon Huston

Panora

Term expires April 30, 2001

William O'Brien

Des Moines

Supreme Court Administrator

Judicial Branch Appointee

Permanently on Commission

Berta Van Ekeren

Monroe

Term expires April 30, 2001

STAFFING - STATE LIBRARY OF IOWA

Position	FTE	Funding Source	Duties and Responsibilities
State Librarian's Office			
State Librarian	1	State	Directs State Library services and operations. Works with and provides leadership for Iowa library community.
Secretary 3	1	State	Provides administrative support for State Librarian, supports Iowa Commission of Libraries and State Library staff. Functions as back-up for Accounting Technician 2, Secretary 2, and Word Processor 2.
Direct Library Services			
Information Services Library Supervisor	1	State	Manages IS including the census, library science, audiovisual services; public policy/management, medical, state and federal documents including patents and trademarks, and all associated reference/research services; Supervises staff.
<i>Public Policy/Management</i> Librarian 3	1	Federal	Coordinates audiovisual services, outreach to other agencies; provides public policy reference/research services to customers.
Librarian 2	1	State	Coordinates interlibrary loan services, the federal documents depository, and the patents and trademarks depository; provides medial, public policy, and patents reference/research services to state and other government agencies, medical professionals, business people, and the general public.
Library Resource Technician	1	State	Processes and maintains federal documents; assists customers with public policy and patents reference/research.
Library Resource Technician	1	State	Processes and maintains patents and trademarks materials; provides public policy and patents reference/research services.
Library Resource Technician	1	Federal	Facilitates interlibrary loan functions; assists customers with medical reference/research.
Library Associate	1	State	Processes and maintains audiovisual materials; handles interlibrary loan and direct checkout of audiovisual materials; assists customers with medical and public policy questions.
Library Associate	1	State	Provides courier/delivery/mail room services for State Library.
<i>Medical</i> Librarian 2	1	State	Coordinates the medical library services; provides medical reference/research to state and other government agencies, health care professionals, and the general public.
<i>Census</i> Management Analyst 4	1	State	Coordinates Census Data Center services; provides reference/research services involving census data to governmental entities, businesses, media, and the general public; acts as liaison to the U.S. Census Bureau.
Library Associate	1	State	Assists with Census Data Center operation; provides ready reference services involving census data to state and other government agencies, businesses, and the general public; provides public policy reference services.
Law Library Librarian Supervisor	1	State	Serves as lead librarian, staff supervisor and manager of day-to-day operations of law library in the Capitol.

STAFFING - STATE LIBRARY OF IOWA

Librarian 2	1	State	Provides legal reference/research services; acquires materials and tracks expenditures.
Library Resource Technician	1	State	Locates legal materials for customers; maintains law collection.
Library Aide	1	State	Updates library materials, photocopies and sends responses to requests.
Technical Services Librarian Supervisor	1	State	Manages TS including acquisition and cataloging of materials, collection maintenance, coordination of technical functions with public service functions of automated library system; Supervises staff.
Librarian 2	1	State	Coordinates state documents depository program including the collection, maintenance, classification, cataloging, and distribution of state publications to libraries; provides state documents reference/research services.
Library Associate	1	State	Acquires and receives public policy, medical, and library science; maintains automated acquisitions system; assists with cataloging and processing of materials.
Library Associate	1	State	Acquires, maintains, processes, distributes, and provides information about state documents.
Clerk	1	Federal	Processes state documents.
Statewide Library Development			
Library Program Director	1	Federal	Directs and supervises Library Development programs and staff ; provides statewide programs and services to libraries and librarians; manages the federal Library Services and Technology Act (LSTA) program. Assists in overall management of State Library.
Secretary 2	1	Federal	Provides support for Library Program Director; supports work of Library Development; functions as back-up for Secretary 3, and Word Processor 2; is initial point-of-contact for most Library Development customers; provides support for continuing education program.
Accounting Technician 2	1	State	Provides budgeting and accounting for the State Library; has fiscal responsibility for direct state aid and library reimbursement programs.
Library Consultant	1	Federal	Provides consulting services to Iowa libraries in the areas of data collection and analysis, public library standards, and accreditation; plans and implements statewide services to libraries.
Library Consultant	1	Federal	Provides consulting services to Iowa libraries in the areas of continuing education, librarian certification, public library management, legal questions, etc.; provides library science reference/research services; plans and implements statewide services to libraries.
Library Consultant	1	Federal	Provides consulting services to Iowa libraries in the area of children and youth services; coordinates statewide summer library program and Iowa Stories 2000; plans and implements statewide services to libraries.
Library Consultant	1	Federal	Manages local area networks; consults with SL staff and other agencies on technology issues; coordinates in-house system with statewide SILO system.
Library Consultant	1	Federal	Provides consulting services to Iowa libraries in the areas of federal telecommunications programs, implementation of ICN meeting rooms in libraries, grant writing; etc.; assists with LSTA program; plans and implements statewide services to libraries.

STAFFING - STATE LIBRARY OF IOWA

Information Specialist 2	1	Federal	Develops and disseminates information on State Library programs and services; designs and implements materials to educate and inform Iowans about library services.
Library Associate	1	Federal	Serves as administrative and regional ICN scheduler for State Library, Regional Libraries, and public libraries; assists libraries with ICN questions.
Word Processor 2	1	Federal	Creates and maintains documents and databases; prepares mailings; provides information to customers; assists with SL projects.
Word Processor 2	1	Federal	Creates and maintains documents and databases; prepares mailings; provides information to customers; assists with SL projects.

State Library of Iowa 021901

256.60 Regional library system established -- purposes.

A regional library system is established to provide supporting services to libraries and to encourage local financial support for library services.

93 Acts, ch 48, §23

256.66 Powers and duties of regional trustees.

In carrying out the purposes of section 256.60, each board of trustees:

1. Shall appoint and evaluate a qualified administrator who shall have a master's degree in librarianship from a program of study accredited by the American library association and who may be terminated for good cause.
2. Subject to the approval of the annual plan of service by the director of the department of education, may receive and expend state appropriated funds.
3. May receive and expend other funds and receive and expend gifts of real property, personal property or mixed property, and devises and bequests including trust funds; may take title to the property; may execute deeds and bills of sale for the conveyance of the property; and may expend the funds received from the gifts.
4. May accept and administer trusts and may authorize nonprofit foundations acting solely for the support of the regional library to accept and administer trusts deemed by the board to be beneficial to the operation of the regional library. Notwithstanding section 633.63, the board and the nonprofit foundation may act as trustees in these instances. The board shall require that moneys belonging to a nonprofit foundation be audited annually.
5. May contract with libraries, library agencies, private corporations or individuals to improve library service.
6. May acquire land and construct or lease facilities to carry out the provisions of sections 256.60 through 256.69.
7. Shall provide consultation and educational programs for library staff and trustees concerning all facets of library management and operation.
8. Shall provide interlibrary loan and information services intraregionally, but which are capable of being linked interregionally, according to the standards developed by the commission of libraries.
9. Shall develop and adopt, in cooperation with other members of the regional library system and the director of the department of education, a long-range plan for the region.
10. Shall prepare, in cooperation with all members of the regional library system and the director of the department of education, an annual plan of service.
11. Shall provide data and prepare reports as directed by the director of the department of education.
12. Shall encourage governmental subdivisions to maintain local financial support for the operating expenses of local libraries.
13. May perform other acts necessary to carry out its powers and duties under sections 256.60 through 256.69.

93 Acts, ch 48, §29

256.67 Duties of the regional administrator.

A regional administrator shall:

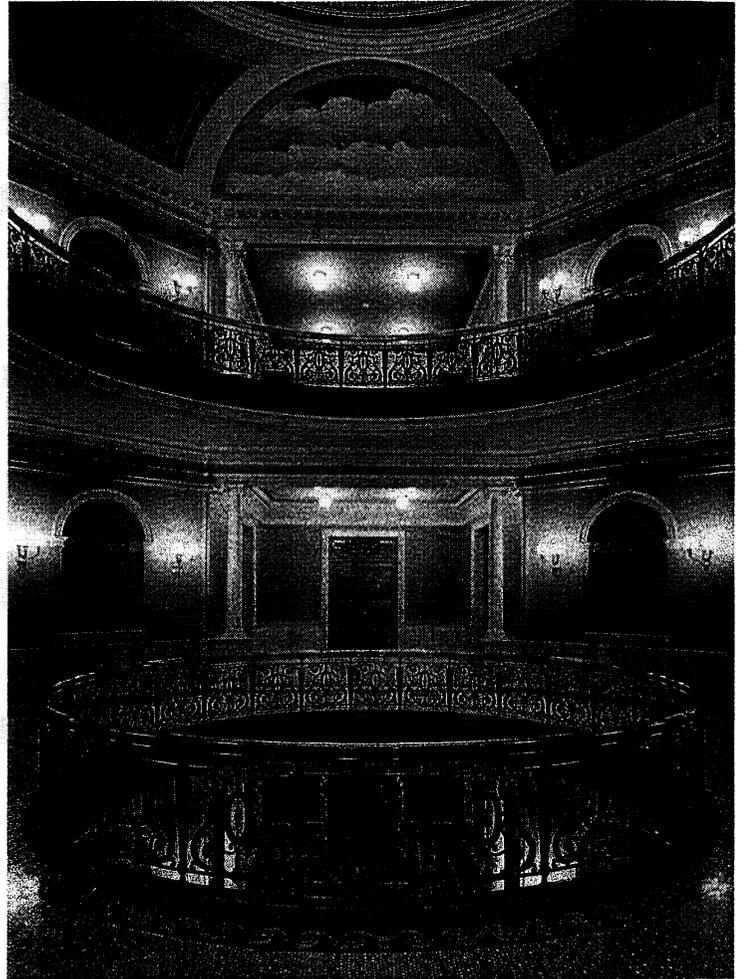
1. Act as administrator and executive secretary of the region in accordance with the objectives and policies adopted by the regional board and with the intent of this chapter.
2. Organize, staff, and administer the regional library so as to render the greatest benefit to libraries and information services in the area.
3. Advise and counsel with the regional board of trustees and individual libraries in all matters pertaining to the improvement of library services in the region.
4. Cooperate with other members of the regional library system, the state library of Iowa and representatives of the Iowa library community in considering and developing plans for the improvement of library services in Iowa.
5. Carry out the policies of the regional board of trustees not inconsistent with state law.

93 Acts, ch 48, §30

IOWA REGIONAL LIBRARY SYSTEM

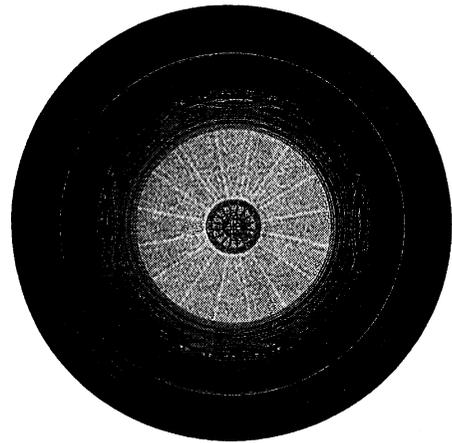
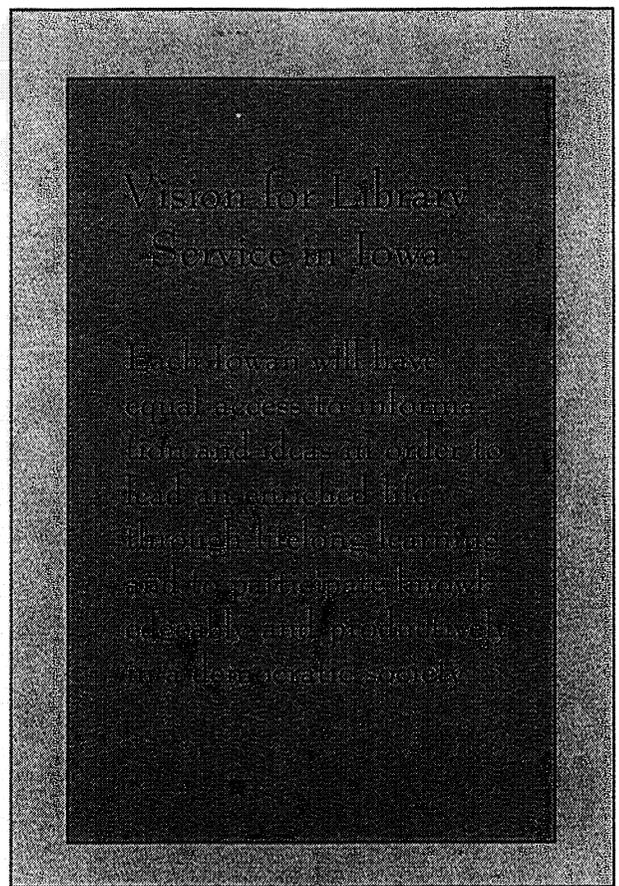
Regional Library	Number of Employees	Type of Office Space	Service Area
<p>Central Iowa Regional Library 8345 University Blvd.; Clive, IA 50325-1168 Phone: (515) 223-7709 Fax: (515) 223-7710 Email: kvonwal@cirlls.lib.ia.us</p>	4.19 FTE	Rented office space	74 public libraries in ten counties (Boone, Dallas, Greene, Jasper, Madison, Marion, Marshall, Polk, Story, and Warren). Total population - 617,966; 5,891 square miles.
<p>East Central Regional Library 222 3rd St., Suite 402; Cedar Rapids, IA 52401 Phone: (319) 365-0521 Fax: (319) 365-0194 Email: llau@server.silo.lib.ia.us</p>	4.97 FTE	Rented office space	66 public libraries in ten counties (Benton, Cedar, Clinton, Iowa, Jackson, Johnson, Jones, Linn, Poweshiek, and Tama). Total population - 446,212; 6,450 square miles.
<p>North Central Regional Library 22 North Georgia, Suite 208; Mason City, IA 50401 Phone: (641) 423-6917 Fax: (641) 423-6261 Email: blandon@server.silo.lib.ia.us</p>	3.0 FTE	Rented office space	83 public libraries in thirteen counties (Cerro Gordo, Floyd, Franklin, Hamilton, Hancock, Hardin, Humboldt, Kossuth, Mitchell, Webster, Winnebago, Worth, and Wright). Total population - 237,957; 7,354 square miles.
<p>Northeast Regional Library 415 Commercial St.; Waterloo, IA 50701 Phone: (319) 233-1200 Fax: (319) 233-1964 Email: sixta@www.neirls.org</p>	4.0 FTE	Rented space at Waterloo Public Library	84 public libraries in thirteen counties (Allamakee, Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Grundy, Howard, and Winneshiek). Total population - 398,356; 7,648 square miles.
<p>Northwest Regional Library 529 Pierce St.; Sioux City, IA 51102-1319 Phone: (712) 255-2939 Fax: (712) 252-3171 Email: mckewon@nwrl.silo.lib.ia.us</p>	3.0 FTE	Rented space at Sioux City Public Library	114 public libraries in nineteen counties (Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Dickinson, Emmet, Ida, Lyon, Monona, O'Brien, Osceola, Palo Alto, Plymouth, Pocahontas, Sac, Sioux, and Woodbury). Total population - 364,979; 11,314 square miles.
<p>Southeastern Library Services 4209½ W. Locust St.; Davenport, IA 52804 Phone: (319) 386-7848 Fax: (319) 386-6843 Email: enavarr@server.silo.lib.ia.us</p>	3.0 FTE	Rented office space	53 public libraries in fifteen counties (Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Muscatine, Scott, Van Buren, Wapello, and Washington). Total population - 445,605; 7,221 square miles.
<p>Southwest Regional Library 310 West Kanesville, M-4; Council Bluffs, IA 51503 Phone: (712) 328-9218 Fax: (712) 328-9218 Email: swirls@server.silo.lib.ia.us</p>	2.88 FTE	Rented office space	68 public libraries in nineteen counties (Adair, Adams, Audubon, Cass, Clarke, Decatur, Fremont, Guthrie, Harrison, Lucas, Mills, Montgomery, Page, Pottawattamie, Ringgold, Shelby, Taylor, Union, and Wayne). Total population - 265,680; 10,186 square miles.

Attachment D



Annual Report 1999-2000

| State Library
of Iowa



*Photos by Cameron Campbell Architectural Photography.
Front cover, interior of the Miller (Old Historical) Building.
Above, the interior dome.*

The State Library of Iowa has the distinction of being one of the oldest government agencies in Iowa. When the 25th Congress of 1838 passed an act to divide the Territory of Wisconsin and establish the Territorial Government of Iowa, \$5,000 was provided "to be expended by and under the direction of the Governor of the Territory of Iowa to purchase a library to be kept at the seat of government." In 1912, the east wing of what was then called the New Historical Building was built for the State Library. The State Library continues to reside in the building, now known as the Ola Babcock Miller Building. The colors and photographs used throughout this document are in keeping with the building and its restored grandeur.

Iowa Commission of Libraries

John Bennett
Iowa City
Term expires April 30, 2003

Pamela E. Bradley
Burlington
Term expires April 30, 2003

Dwight Carlson
Des Moines
Represents the Director
of the Department of Education

Eldon Huston
Des Moines
Term expires April 30, 2001

William O'Brien
Des Moines
Iowa Supreme Court Administrator

Dale Ross, Chair
Ames
Term expires April 30, 2003

Nancy Ross, Vice Chair
Harlan
Term expires April 30, 2001

Berta Van Ekeren
Monroe
Term expires April 30, 2001

From the State Librarian



One of the pleasures of working at the State Library is the constant change. The issues that arise are always varied and interesting. One can never predict what the next day will bring, much less the next year. Fiscal Year 2000 was no different.

At first glance, one might wonder what the State Library had to do with the 2000 Census. As Iowa's liaison to the U.S. Census Bureau, the State Library worked closely with state and local governments, and many local groups and constituencies, to ensure that as many Iowans as possible were counted in the 2000 census. These

group efforts paid off with Iowa having the largest mail-in return of any state. The State Library is very proud to have spearheaded Iowa's efforts.

The State Library worked closely with First Lady Christie Vilsack on the Iowa Stories 2000 project. The literacy initiative, which began April 10, 2000, is designed to create an environment where everyone in a community takes responsibility for ensuring that children grow up loving to read. Seven Iowa communities (Algona, Ames, Bayard, Belle Plaine, Cherokee, Independence and Oskaloosa) are participating in the first year pilot.

Earlier this year, Mary Wegner joined the State Library as Assistant State Librarian and LSTA Coordinator. Mary, who worked previously as the director of the health sciences library for Iowa Methodist Medical Center and Iowa Lutheran Hospital, succeeded Christie Brandau who left Iowa to become State Librarian of Michigan. Since coming on board, Mary has been involved in Town Meetings, planning for the Gates Grant, the Library Services Task Force, as well as learning about agency operations and programs.

A statewide Database Advisory Committee was formed to look at electronic information databases and to make recommendations to the State Library on which products should be pursued for statewide pricing. Such pricing will allow libraries of all types and sizes with economies of scale in purchasing electronic information resources for use by Iowa library customers.

Renovation/restoration continued on the Old Historical Building (now known as the Ola Babcock Miller Building), home of the State Library. As an original occupant of the building, we are very pleased with the results of the restoration to date. Care has been taken to return the east wing to its former grandeur as the State Library of Iowa while enhancing the space for the delivery of modern library services. A great deal of attention has been paid to appropriate lighting for the library, adequate electrical and data connections, and the necessary load-bearing capacity for library book stacks. The State Library is proud of our 100-year relationship with the building. The restored State Library is an Iowa treasure of which to be proud. I invite you to visit us anytime.

Sharman B. Smith

From the Chair, Iowa Commission of Libraries



As a result of strong support from the library community, the Iowa General Assembly and Governor Vilsack, the Enrich Iowa program now is budgeted at \$1 million of direct state aid for public libraries. New adult and children's programs, more open hours, additional books and materials, and more computer terminals for patrons—all were made possible by Enrich Iowa monies employed to improve and increase library services to Iowans.

This year, the Iowa Commission of Libraries convened a Library Services Task Force to explore ways in which libraries can better serve Iowa's citizens. Broadly-based, the 45-member Task Force has spent many, many hours studying library services across the state and discussing and formulating recommendations aimed at making those services more efficient and, especially, more effective. The final draft of its report will be delivered to the Commission before year's end. Once the members of the Commission have studied the report, they will prepare a summary and a set of recommendations to be presented to the 2001 session of the Iowa General Assembly.

We are also anticipating eagerly the final stages of the breathtaking restoration of the State Library Building. And we wish to commend the staff for their excellent work ethic and remarkably good spirits during the many disruptive months of construction they have endured over the past several years. They will soon occupy, however, a library facility any state would be proud of.

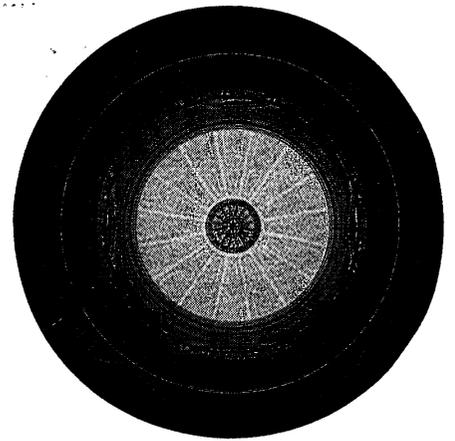
The new millennium promises much that augurs well for library services in all of Iowa's communities because the concerted efforts of library staff at local, regional, and state levels remain focused on two common goals: improved access and services for everyone.

Dale Ross

Town Meetings

Nearly 350 people attended the six State/Regional Library Town Meetings. Topics included library budget presentations, computer security and different ways libraries can measure their services.

According to one librarian, the meeting gave her the incentive to "work on my presentation skills and my relationship with the city council."



Information Services, energies were heavily focused on planning and preparing for the return of collections, services and staff to the east wing of the Miller (Old Historical Building).

The transition provided an opportunity to re-evaluate and refine the library's collections in light of changing customers' needs.

The staff also focused on outreach as they promoted the State Library's services to Iowans. Displays were staffed at numerous conferences throughout the year, each tailored to the audience involved.

The State Library participated in Iowa Excellence, a state government effort designed to improve customer service and cut costs in state government.

As part of this initiative, the State Library conducted a rigorous self-assessment. The process provided an opportunity for the State Library to take an honest look at overall organizational performance and identify strengths and areas for improvement. The completed self-assessment will serve as a baseline against which to compare future improvements.

Open Access Plus
and Access Plus
Open Access Plus is
the State Library's
program, designed to
help libraries provide
services to their
state and county
libraries. In 1998,
768,000 items were
checked out by
13,000
libraries. Also, in 1998,
Open Access Plus, the
State's book subsidy
program, allowed
Iowa libraries and other
information providers to
borrow 604,000 items from
libraries and
164,000 loans to other
libraries in 1998.
107,000 of which were
made using ILLIO
(State of Iowa Libraries
Online)

Census 2000 promotion pays off

The State Library's Data Center led Iowa's efforts to promote participation in Census 2000. The result: Iowa had the highest percentage of residents returning census forms by mail.

To promote Census 2000:

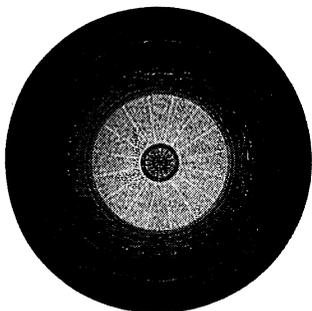
- a media campaign was conducted, including news conferences, regular news releases, and public service announcements;
- the statewide census committee chaired by Lt. Governor Sally Pederson was staffed;
- census booths at the Iowa State Fair, Clay County Fair, Waterloo Cattle Congress, Governor's Diversity Conference, English as a Second Language Conference and others were undertaken;
- thousands of promotional posters were placed in schools, libraries, pharmacies, and other public and private facilities; and
- numerous presentations about Census 2000 to groups across the state were given.

Other State Data Center Services

More than 1,200 requests for census data were answered during the year. The entire statewide network of 42 affiliates filled nearly 6,000 data requests, gave 268 speeches, and conducted 40 training and information sessions. In addition, support was provided to the Governor's Vision 2010 Council, the Governor's Equal Opportunity Employment Task Force, the Department of Management's annual Outlook report for state planners, and the Department of Economic Development's identification of enterprise zones.

LSTA grants emphasize partnering initiatives

Over \$100,000 in federal Library Services and Technology Act (LSTA) funds were awarded to Iowa libraries who partnered with other community organizations to provide innovative services to residents. The competitive grant projects encouraged partnerships between libraries of different types; agencies, community organizations and other groups. Examples include a county-wide "books for babies" program, a partnership project between the local library and museum, and a public computer education program developed by the local public, university and community college libraries.



Cosmic Connections, the State Library's FY99 Summer Library Program theme, drew 47,447 Iowa children to their local libraries. Libraries have long been known to provide programs and services which address the social, psychological, educational and recreational needs of young adults.

SILO

State of
Iowa
Libraries
Online

Helping
Iowans find
answers

www.silo.lib.ia.us

SILO (State of Iowa Libraries Online) continues to be an invaluable resource for librarians helping

their customers find information. SILO connects libraries to the information resources available via the Internet. Some of these resources include electronic card catalogs of the State Library, public libraries and Iowa's university libraries, and the statewide "card catalog" known as the Locator that lists over 3 million books owned by Iowa libraries.

Last year, libraries borrowed 107,000 books and other materials from each other using the SILO interlibrary loan system. Now, even Iowa's smallest libraries can get information they cannot afford to purchase.

Over 590 libraries used SILO's FirstSearch program (information databases) over 526,000 times.

And finally, Electric Library, a full-text, online reference database available on SILO to all public libraries, was used 424,957 times in FY99 to retrieve information.

**FY 2000—2001
PLAN OF SERVICE**

**IOWA REGIONAL LIBRARY SYSTEM
and
STATE LIBRARY OF IOWA**

**Plan for the Development and Growth
Of Library Service in Iowa**



State Library of Iowa

State Librarian
E. 12th and Grand
Des Moines, IA 50319
(515) 281-4105
Fax: (515) 242-6543

Audio-Visual Services
E. 12th and Grand
Des Moines, IA 50319
1-800-248-4462
(515) 281-4316
Fax: (515) 281-4307

Documents Services
E. 12th and Grand
Des Moines, IA 50319
(515) 281-6718
FAX: (515) 281-4307

**Information Services
Library**
E. 12th and Grand
Des Moines, IA 50319
(515) 281-4102
Fax: (515) 281-3384

Library Communications
E. 12th and Grand
Des Moines, IA 50319
(515) 281-7574
Fax: (515) 281-6191

Library Development
E. 12th and Grand
Des Moines, IA 50319
1-800-248-4483
(515) 281-5790
Fax: (515) 281-6191

State Data Center
E. 12th and Grand
Des Moines, IA 50319
(515) 281-4350
Fax: (515) 281-3384

State Law Library
Capitol Building
Des Moines, IA 50319
(515) 281-5124
Fax: (515) 281-5405

State Medical Library
E. 12th and Grand
Des Moines, IA 50319
(515) 281-5772
Fax: (515) 281-3384

Technical Services
E. 12th and Grand
Des Moines, IA 50319
(515) 281-4352
Fax: (515) 281-4307

April 26, 2000

Ted Stilwill, Director
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319

Dear Ted:

The State Library and the Iowa Regional Library System are pleased to present the enclosed joint FY2000-2001 Plan of Service. The plan fulfills the mandate outlined in the 1999 Code of Iowa, 256.51 (1) (e) and reflects the strong cooperation and coordination between the Regional Libraries and the State Library.

Our roles in the development and growth of library service in Iowa are critical. We take these responsibilities very seriously and work together to ensure that duplication is minimized and our strengths in service delivery are maximized. It would be impossible for the State Library to deliver statewide programs such as SILO, Open Access, Access Plus, and Enrich Iowa without the consulting and continuing education support of the Iowa Regional Library System.

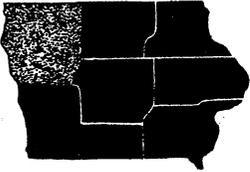
It is a privilege to submit this plan of service outlining our commitment to work together to improve library services for all Iowans.

Sincerely,

Sharman B. Smith
State Librarian

Enclosure





NORTHWEST IOWA REGIONAL LIBRARY

P.O. BOX 1319 ■ SIOUX CITY, IA 51102
PHONE (712) 255-2939, EXT. 291 ■ FAX (712) 252-3171
E MAIL ADDRESS: nwrlidir@server.silo.lib.ia.us

Mr. Ted Stilwill
Department of Education
Grimes State Office Building
Des Moines, IA. 50319-0146

Dear Mr. Stilwill:

On behalf of the Iowa Regional Library System, I'm pleased to present this copy of the FY 2000--2001 Plan of Service from the Regional System and the State Library of Iowa. This document reflects a combined plan for the development and growth of library service in Iowa.

The Regional Library System and the State Library work in close partnership to advocate for improved and expanded library service for Iowa's citizens. Our agencies promote the importance of public libraries as centers for lifelong learning. Our training and educational efforts encourage libraries to embrace new information technologies.

A major service emphasis for our agencies is to consult with and offer training for library staff and trustees in learning new technologies so that the libraries, in turn, can act as training centers for their communities. Public libraries play a crucial role in citizen education, throughout the formal school years—and beyond. We are especially pleased that First Lady Christie Vilsack's *Iowa Stories 2000* project recognizes this important role that Iowa's public libraries play in lifelong learning for all the state's citizens.

Thank you for your support this past year. We look forward to working with your and our colleagues in the Department of Education as we continue our efforts to strengthen and improve library service for Iowans.

Sincerely,

Bonnie McKewon
Administrator, Northwest Iowa Regional Library System

Background: Iowa Regional Library System

The Iowa Regional Library System provides support services to existing libraries throughout the state and encourages local financial support for library service. The Regional Library System consists of elected regional boards of trustees that serve seven designated geographic areas. The seven members of the Iowa Regional Library System and their headquarters are:

- Central Regional Library System (Des Moines)
- East Central Regional Library System (Cedar Rapids)
- North Central Regional Library System (Mason City)
- Northeast Regional Library System (Waterloo)
- Northwest Regional Library System (Sioux City)
- Southeastern Library Services (Davenport)
- Southwest Regional Library System (Council Bluffs)

As mandated in Chapter 256.60 of the Code of Iowa, the Regional System is charged with providing four distinct support services to libraries, namely **consultation, continuing education, information services, and interlibrary loan**. Each Region tailors its services to best meet the needs of the local libraries within its geographic area, thereby helping local libraries improve service to their customers. The most important responsibility of each Regional board is to ensure the effective and efficient delivery of these four services to Iowa's libraries.

256.66(7) Shall provide consultation and educational programs for library staff and trustees concerning all facets of library management and operations.

Consultation services are provided on a wide range of issues, including library governance, management, and operations affecting local public libraries.

On-going Consultation Services:

- Provide information to local libraries on SILO (State of Iowa Libraries Online) including SILO Interlibrary Loan and SILO FirstSearch, LSTA (Library Services & Technology Act) Electric Library, Enrich Iowa, Open Access, Access Plus, accreditation, certification, and other statewide programs.
- Visit local libraries to provide orientation for new library directors and trustees and to provide consulting when needed by local library staff or board.
- Offer assistance with the Universal Services Fund (USF) a federal telecommunications discount program available to libraries, including assistance with writing technology plans, a required component of the USF program.
- Assist Iowa's libraries with their automation projects by providing consultation and training in automation planning, retroconversion, and implementation.

- Encourage local libraries to investigate and implement new information technologies into their operations.
- Attend meetings of county library associations, area roundtables, etc. as a means of informing local libraries of Regional service opportunities and developments.
- Encourage cooperative activities among multi-type libraries (public, school, academic) and disseminate news and information to multi-type libraries through Regional websites, mail lists, email, newsletters and bulletins.
- Work in cooperation with each other and with the State Library by attending management meetings that promote sharing expertise, exploring methods for problem solving, and ensuring uniform understanding of the administration of statewide programs.

FY'2000—2001 Consultation Services Emphasis:

- ❖ Provide instruction and assistance to local library boards and staff in meeting Enrich Iowa service standards so that libraries can achieve the highest funding tier possible in the Enrich Iowa program.
- ❖ Offer instruction and assistance to libraries in contributing MARC records from their local databases to the SILO Locator database.
- ❖ Work cooperatively with the State Library in proposing salary scales and pay equity for public library staff.
- ❖ Disseminate information about the Iowa Stories 2000 Initiative and it's implications for public libraries.
- ❖ Assist library staff and trustees in finding new ways to evaluate public library service and to measure their library's effectiveness.
- ❖ Assist library staff and trustees in developing strategies that will promote the importance of library service to the local community and to the quality of life in Iowa.

Continuing education is provided for local library staff and trustees in order to improve their knowledge and skills, so they in turn can better serve their customers.

On-going Continuing Education Services:

- Work with the State Library and other professional organizations to sponsor workshops and seminars for local library staff and trustees.
- Continue to provide "Library 101" {orientation for new directors} quarterly via the ICN. Coordinate and provide other workshops via the ICN as appropriate.
- Publicize continuing education courses through Regional websites, newsletters, flyers, email, and mail lists.

- Use county library association meetings and roundtables as a means of informing local libraries of Regional / State Library service opportunities and developments.

FY'2000—2001 Continuing Education Services Emphasis:

- ❖ Provide training for local library staff in effectively using the SILO system, including SILO Interlibrary Loan, and SILO FirstSearch, as well as using Electric Library and other online databases.
- ❖ Provide training in the newest methods for contributing local MARC records to the SILO database.
- ❖ Provide training on the installation and use of new information technologies for libraries.

256.66(8) Shall provide interlibrary loan and information services intraregionally, but which are capable of being linked interregionally, according to the standards developed by the Commission of Libraries.

Interlibrary loan service provides library customers access to materials that are not available in the local library's collection.

On-going Interlibrary Loan Services:

- Facilitate the provision of interlibrary loan service to local libraries. This may include providing Regional staff to actually arrange for the exchange of materials between libraries or it may involve coordinating the local libraries' use of SILO Interlibrary Loan and/or OCLC to locate and borrow materials for Iowa's library customers.
- Encourage the use of interlibrary loan services by explaining the benefits of resource sharing, advising libraries on the best computer hardware/software to purchase in order to effectively use SILO.

FY2000—2001 Interlibrary Loan Services Emphasis:

- ❖ Participate in SILO Interlibrary Loan at the Regional level.
- ❖ Train libraries in the effective use of SILO and I.L.L. routines.
- ❖ Encourage local libraries to participate in SILO and to establish and maintain cooperative resource-sharing activities throughout the state.

The Regional Library System's **Information Services** enables local libraries to provide complete reference service for their customers.

On-going Information Services:

- Answer library customers' reference questions (those that cannot be answered at the local level) by using their resources of major urban libraries, Internet resources, and national information agencies.

- Contract for use of the collections of select urban libraries.
- Assist library staff in developing and improving their own reference collections at the local level.
- Train library staff in assessing their customers' information needs by conducting effective reference interviews.
- Train and assist library staff in efficient database searching using SILO FirstSearch, Electric Library and other electronic resources.
- Encourage libraries to explore reference collection development in the areas of electronic media, along with traditional print sources.
- Maintain reference resource links on the Regional System web site, as well as on various individual Regions' web sites.

FY2000—2001 Information Services Emphasis:

- ❖ Compile a core list of reference resources for local library collections, including recommended reference books as well as electronic sources.
- ❖ Provide training for local libraries in web site design and development.
- ❖ Provide Internet training for libraries, specifically in evaluating Internet resources and in formulating efficient search strategies.
- ❖ Assist library staff in developing various methods for providing Internet instruction to their library customers.

256.66(9) Shall develop and adopt, in cooperation with all members of the Regional Library System and the Director of the Department of Education, a long-range plan for the Regional System.

Ongoing Services:

- Review and, if necessary, revise the Iowa Regional Library System Long Range Plan.

256.66(10) Shall prepare, in cooperation with all members of the Regional Library System and the Director of the Department of Education, an annual plan of service.

Ongoing Services:

- Work with the State Library and State Library Commission in preparing an annual plan of service.

256.66(11) Shall provide data and prepare reports as asked for by the Director of the Department of Education.

Ongoing Services:

- Submit quarterly performance statistics to the Department of Education and to the State Library.

256.66(12) Shall encourage governmental subdivisions to maintain local financial support for the operating expenses of local libraries.

Ongoing Services:

- Offer consultation and guidance to libraries and city funding authorities concerning the receipt and disbursement of *Enrich Iowa* dollars to Iowa's public libraries.
- Work with the State Library and the Iowa League of Cities in offering training and in disseminating information to city clerks and city managers concerning library governance and finance.
- Work with local library directors, trustees, and governmental officials to encourage and ensure adequate financial support for public libraries.

Background: State Library of Iowa. Library Development.

Mission of the State Library of Iowa:

The State Library of Iowa advocates for Iowa libraries and promotes excellence and innovation in library services in order to provide statewide access to information for all Iowans.

The Library Development unit of the State Library provides services, programs and funding to Iowa's libraries to help strengthen local library service to customers. This unit has eleven staff members, 11 FTE. Funding for the unit is from federal Library Services and Technology Act (LSTA) monies administered by the State Library; the *Enrich Iowa*, *Open Access* and *Access Plus* programs are state-funded, but administered by federally-funded staff. Statewide library development services of the State Library is mandated in the Code of Iowa.

256.51(b) Coordinate a statewide interregional interlibrary loan and information network among libraries in this state and support activities that increase cooperation among all types of libraries.

Ongoing Services:

- Maintain and enhance the statewide, online interlibrary loan system.
- Maintain and improve the SILO Locator, Iowa's statewide online union catalog.
- Administer the *Open Access* program, a state-funded subsidy program to libraries for serving customers outside the library's jurisdiction.

- Administer the *Access Plus* program, a state-funded subsidy to libraries for providing loans to other libraries.
- Provide statewide, online access to subscription databases such as *Electric Library* and *FirstSearch*.

FY 2000-2001 Service Emphasis:

- ❖ Maintain and enhance SILO (State of Iowa Libraries Online), Iowa's statewide electronic library information network linking Iowa libraries via the Internet.
- ❖ Provide information and consultation to libraries concerning ICN services (Iowa Communications Network) including classroom requirements and Internet services.
- ❖ Evaluate the interest and feasibility of the State Library negotiating prices for subscription databases for group purchase by Iowa libraries.

256.51(d) Develop and adopt, in conjunction with the Iowa Regional Library System, long range plans for the continued improvement of library services... which will explore or broaden the information mission in the state...

Ongoing Services:

- ❖ Coordinate activities and services to libraries through regular meetings with Regional System staff.
- <
- ❖ Communicate regularly with the State Library and Regional System staff on programs, library issues, and service needs.
- ❖ Work with the Regional System in the maintenance and enhancement of SILO.

256.51(e) Develop, in cooperation with the Regional System, a biennial unified plan of service for the Division of Libraries and Information Services.

FY 2000-2001 Service Emphasis:

- ❖ Continue the unified planning process and implement ideas for accomplishment of the *Unified Plan for Library Service in Iowa*.

256.51(f) Establish and administer a statewide continuing education program for librarians and trustees.

Ongoing Services:

- Produce an online continuing education catalog in conjunction with the Regional System and other continuing education providers.
- Provide statewide continuing education opportunities on a regular basis for librarians and trustees.

FY 2000-2001 Service Emphasis:

- ❖ Offer and enhance statewide training program for trustees.
- ❖ Explore the publication of selected Iowa library laws.
- ❖ Provide ongoing training for library staff participating in the SILO network.
- ❖ Improve the continuing education catalog by making it easier to search and by allowing sponsors to enter and maintain their own continuing education information.
- ❖ Develop an online workshop registration system.
- ❖ Co-sponsor with the Regional System and deliver "town meeting" workshops on various topics of library interest in each Region.
- ❖ Complete an orientation handbook for public library directors.

256.51(g) Give counsel and advice to libraries in specialized areas that may include, but are not limited to, networking, children's services, and technological developments.

Ongoing Services:

- Consult in the areas of children's services, library automation, library technology, LSTA, telecommunications, Internet, Iowa Communications Network, collection development, marketing, library services, State Library programs, library laws, grant writing and funding sources, building consulting, and other general areas.
- Develop, manage and maintain a collection of library science materials at the State Library to assist with library management and programming.
- Coordinate production and distribution of the Summer Library Program manual and materials each year and sponsor associated workshops around the state.
- Sponsor the Westgate Lecture on Children's Library Services (even numbered years) and the KidsFirst Conference (odd numbered years).

FY 2000-2001 Service Emphasis:

- ❖ Administer the LSTA program in Iowa, including partnership grants between public libraries, other types of libraries, agencies, community organizations and other groups.
- ❖ Assist libraries with incorporating electronic library resources into traditional library services.
- ❖ Consult on and administer *Enrich Iowa*, the state aid program for Iowa public libraries.

- ❖ Explore grants and funding opportunities for libraries.
- ❖ Explore opportunities to enhance library service to children.
- ❖ Maintain, develop and enhance the Youth Services web page.
- ❖ Encourage libraries to participate in the national E-rate program; review technology plans from all E-rate participants.

256.51(h) Obtain from libraries reports showing the condition, growth, and development of services provided and disseminate this information in a timely manner to the citizens of Iowa.

Ongoing Services:

- Solicit an annual report from each public library; analyze and compile statistics from individual reports into the annual Iowa Public Library Statistics.
- Produce the Iowa Library Directory from information provided in the annual library survey.
- Report Iowa public library data to the FSCS (Federal State Cooperative System) and to the NCES (Nation Center for Education Statistics)

FY 2000-2001 Service Emphasis:

- ❖ Publish a mini-digest of statistical information about Iowa public libraries.
- ❖ Encourage submission of library data electronically.
- ❖ Offer *Bibliostat Suite* for electronic collection and dissemination of public library statistics.
- ❖ Participate in national discussions about additional methods of measuring library use.
- ❖ Discuss with the Iowa library community additional methods of measuring library use.

256.51(i) Establish and administer certification guidelines for librarians not covered by other accrediting agencies.

Ongoing Services:

- Administer a program of certification for public librarians.
- Offer *Public Library Management* courses (required for certification) via the ICN.

FY 2000-2001 Service Emphasis:

- ❖ Provide enough Public Library Management courses to allow all interested public library directors to meet the *Enrich Iowa* requirement for library director certification.

256.51(j) Foster public awareness of the condition of libraries in Iowa and of methods to improve library service to the citizens of the state.

Ongoing Services:

- Publish a monthly newsletter, Footnotes, for all Iowa libraries.
- Maintain a dynamic web site.
- Produce program brochures and posters to foster public awareness of libraries.
- Publish an annual report on the State Library of Iowa.
- Seek opportunities to present information on library services to the Governor, to the Legislature, and to various groups in Iowa.

FY 2000-2001 Service Emphasis:

- ❖ Continue to promote and advocate for library services in Iowa through planning, publications, speeches, displays/exhibits and collaborations with other entities.
- ❖ Maintain, develop and enhance the State Library's web site.
- ❖ Partner with First Lady Christie Vilsack to implement *Iowa Stories 2000*.
- ❖ Stay informed about Department of Education's literacy initiatives that pertain to libraries.
- ❖ Partner with other agencies, groups, and organizations to enhance the provision of information to Iowans.

256.51(k) Establish and administer standards for state agency libraries, the Iowa Regional Library System, and public libraries.

Ongoing Services:

- Administer an accreditation program for public libraries.
- Review and revise, as needed, the standards for the Regional System.

FY 2000-20001 Service Emphasis:

- ❖ Address the issue of electronic information as measurements of quality.